
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: January 2010

RE: Level 1 and 2 Assessor-Appraiser Certification Course and Examination

In accordance with IC 6-1.1-35.5-4(a), the Department of Local Government Finance (DLGF) will administer the Level I and II Assessor-Appraiser Certification course and examination on a regular schedule. As required by the statute, these courses and examinations are offered in several locations throughout the state and are offered on a regular rotating basis throughout 2010. A schedule is available on our website at <http://www.in.gov/dlgf/7533.htm>.

In an effort to provide everyone with the opportunity to receive all information provided by the DLGF, please share all contents of this notification with others in your county, including staff members and members of the county PTABOA.

Course Description

The classes will run for four consecutive days, followed by a 5-hour exam on the fifth day. During your first course of the classes, you must attend the entire four-day course to be eligible to take the exam. You will also be required to show a photo ID on the exam day. After you have completed one cycle of the course, you may retake the exam, if necessary, without having to retake the classes.

As always, the course and exam is open to all at no charge. However, **you must pre-register by sending in the attached form.** Attendance is limited to 25 people. Students are registered on a first come first serve basis.

Classes will begin at 9:00 a.m. and end at 4:00 p.m. Monday – Thursday. On Friday, the exam will run five (5) consecutive hours from the beginning of the exam, but will end no later than 4:00 p.m. on Friday, local time.

The Level 1 course will consist of the following:

- Cost Approach using Book 1 of the 2002 Real Property Assessment Guidelines
- Introduction to the Sales Comparison Approach
- Introduction to the Income Approach

The Level 2 course will consist of the following:

Cost Approach using Book 2 of the 2002 Real Property Assessment Guidelines
Sales Comparison Approach
Income Approach

Examinations

The objective of the Level 1 and Level 2 exams is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The exam will test practical applications used in the performance of the duties associated with the office.

The Level 1 and 2 examinations will consist of 50 multiple-choice questions. You will have to work a problem in order to answer the questions associated with the problem. The exams are open book, and are based on the course content and problems worked during class. You may use any notes, manuals or other relevant materials during the exam.

During the exam, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

Passing grade is 70, and the exam contains 100 points.

After you have completed one cycle of the classes, you may retake the exam, if necessary, without having to retake the classes. **If you desire to take the Exam on another date, please contact our office to schedule the exam.** We ask that you take the Level 1 exam and pass it before going forward with the Level 2 course.

Supplies to Bring With You

For Level I:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 1, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the 2002 Real Property Assessment Manual & Guidelines Book 2, a calculator, highlighter, notepads, pencils, 12-inch ruler.

If you need a set of the 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2), please indicate so on the registration form. Copies will be available at the class site, but only for those who request them in advance. These are available free of charge to Indiana County officials and employees. All others must pay a \$25.00 fee to purchase the books on the first day of class.

Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Other Information

Dress comfortably. You will be sitting for long periods, and I would suggest that you dress in layers. The rooms have varying temperatures, so you need to be prepared.

Registration

There is no fee associated with registration for the course/exam. However, **a registration form must be completed and returned to the address/fax number indicated below no later than 3 weeks prior to class.** This will ensure that there is enough time to prepare adequate materials for the class. If you do not pre-register, we cannot guarantee your admission to the course. **You may register for both classes on this same registration form.**

LEVEL 1 AND 2 COURSE/EXAM REGISTRATION FORM

Please fax this form to 317-232-8779

Name: _____ Maiden: _____

Employer: _____

Your Title: _____ Date of Birth: _____

Preferred Mailing Address: _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, two weeks prior to class start date)

Books and Manuals:

Please reserve a 2002 Real Property Assessment Manual & Guidelines (Books 1 & 2) for me: ____
(These will be available the first day of class, if reserved. There is no charge for county officials and employees, but others must pay a \$25 fee each.)

Level 1

- ___ Level 1 February 8-12 Plymouth, Marshall County Building
- ___ Level 1 March 8-12 Evansville, Ivy Tech Community College
- ___ Level 1 April 19-23 Valparaiso, Ivy Tech Community College
- ___ Level 1 April 26-30 Indianapolis, Ft. Benjamin Harrison, The Garrison Conference Center
Hotel Room Reservation Code DLGF3
- ___ Level 1 July 12-16 Greensburg City Hall

Level 2

- ___ Level 2 March 15-19 Plymouth, Marshall County Building
- ___ Level 2 April 5-9 Evansville, Ivy Tech Community College
- ___ Level 2 May 17-21 Valparaiso, Ivy Tech Community College
- ___ Level 2 June 7-11 Indianapolis, Ft. Benjamin Harrison, The Garrison Conference Center
Hotel Room Reservation Code DLGF 4
- ___ Level 2 July 26-30 Greensburg City Hall

Information and Directions to the Class Locations

Ft. Benjamin Harrison State Park and Conference Center

5830 N Post Rd, Indianapolis. <https://garrison.dnr.state.in.us/reservations.html>

The classroom will be at The Garrison Conference Center. There is a restaurant available for lunch and dinner. However, you may leave the facility to eat wherever you desire.

Lodging has been arranged holding a block of rooms for \$69.00 per night for King Rooms and \$89.00 for King Suites. Please refer to the registration page for the reservations group code for each class to get the discounted rate.

Follow 465 North to the 56th Street Exit (Exit 40) and turn right (East) onto 56th Street. Turn left (North) on Post Road and follow until the road ends at 59th Street, turn right (East) onto 59th Street. The entrance drive to the golf course, conference center, and lodging is on the North (left-hand) side of the road about one and a half blocks East of Post Road.

Marshall County Building, Plymouth Indiana

112 W Jefferson, Room 207, Plymouth, IN 46563 (574) 935-8545

Directions: Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right. Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

Ivy Tech Community College, Valparaiso, Indiana

Eastport Industrial Centre, 3100 Ivy Tech Drive, Valparaiso, IN 46383 (219) 464-8514

Directions: US 30 East of Valparaiso. Turn North on Murvihill Rd (road will T). Turn left to stay on Murvihill Rd. Follow Murvihill .7 miles. Turn left on Eastport Centre Drive. Turn left on Ivy Tech Drive.

Ivy Tech Community College, Evansville, Indiana

Bower-Suhrheinrich Conference Ctr, 3501 N First Ave, Evansville, IN 47710 (812) 426-2865

Directions: Take Diamond Ave (Indiana Route 66) turn north on First Avenue, Ivy Tech will be on your right.

Greensburg City Hall, Greensburg, Indiana

314 W Washington St, Greensburg, IN 47240 (812) 663-3344

Exit off Interstate 64. Turn toward Greensburg. Follow US 421 (N Michigan St). Veer right onto N Ireland St to Washington St turn left. City Hall is in an old school building on the left. Class is to be in the Gymnasium.